

## LIBRARY COMMISSION MEETING

**TUESDAY, May 7, 2013 - 5:30 P.M.**

Los Altos Main Library, Program Room  
13 San Antonio Road, Los Altos, California

### ESTABLISH QUORUM

### PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Members of the audience may bring to the Commission's attention any item that is not on the agenda. Please complete a "Request to Speak" form and submit it to the Staff Liaison. Speakers are generally given two or three minutes, at the discretion of the Chair. Please be advised that, by law, the Commission is unable to discuss or take action on issues presented during the Public Comment Period. According to State Law (also known as "the Brown Act") items must first be noticed on the agenda before any discussion or action.

### ITEMS FOR CONSIDERATION/ACTION

1. Commission Minutes  
Approve minutes of the regular meeting of April 2, 2013
2. Library Commission Annual Report to Los Altos City Council  
Review, discuss and revise, as needed, the 2013/14 Work Plan presented to the City Council at the Joint Meeting on April 30, 2013
3. Way Finding Update- Commissioner Suelzle  
Receive an update on way finding signage in the Library
4. Campaign for Classroom Visits in District- Commissioner Clarke  
Receive an update from Commissioner Clarke on a plan to make classroom visits within the Library District
5. Customer Satisfaction Survey Report, Community Librarian - Jane Cronkite  
Receive a report on Library District Customer Satisfaction Survey
6. Santa Clara County Library Proposed Budget - 2013/2014  
Review the proposed 2013/2014 Library Budget

## INFORMATIONAL ITEMS

7. Friends of the Library  
Receive information on Los Altos Friends of the Library meetings and events
8. Monthly County and City Staff Reports  
Receive information and announcements from City and County staff

## COMMISSIONERS' REPORTS AND COMMENTS

9. Monthly Commissioner Reports  
Commissioners report on meetings and events relative to the Library

## POTENTIAL FUTURE AGENDA ITEMS

## ADJOURNMENT

### SPECIAL NOTICES TO PUBLIC

In compliance with the Americans with Disabilities Act, the City of Los Altos will make reasonable arrangements to ensure accessibility to this meeting. If you need special assistance to participate in this meeting, please contact the City Clerk at least 48 hours prior to the meeting at (650) 947-2790.

Agendas, Staff Reports and some associated documents for Library Commission items may be viewed on the Internet at <http://losaltosca.gov/citycouncil/online/index.html>

On occasion the Library Commission may consider agenda items out of order.

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, and that are distributed to a majority of the legislative body, will be available for public inspection at the Recreation Office, City of Los Altos, located at 97 Hillview Avenue, Los Altos, California at the same time that the public records are distributed or made available to the legislative body.



## LIBRARY COMMISSION MINUTES

### Regular Meeting

Tuesday, April 2, 2013 5:30p.m.

Los Altos Main Library

13 South San Antonio Road, Los Altos, 94022

### ROLL CALL

PRESENT: Commission Members: Suelzle, Poulos, Kavanagh Clarke, Davis, Struthers, Hill and Perga

ABSENT:

ALSO PRESENT: Peggy Ford, City Staff Liaison; Jane Cronkhite, Community Librarian; Nancy Howe, County Librarian

1. Commission Minutes

Motion by Commissioner Perga, seconded by Commissioner Hill to approve the minutes of the March 5, 2013 meeting as is. Motion passed unanimously.

### DISCUSSION ITEMS

2. Capital Improvement Projects

Received report regarding Library Parking CIP funded project scheduled to go out to bid and work to begin during the summer of 2013

3. Receive Presentation by Jane Cronkhite and Mark Fink – Cupertino Library

Received report about advocacy for Libraries presented by Community Librarians Jane Cronkhite of Los Altos Library and Mark Fink of Cupertino Library

4. Update Goals and Accomplishments

Reviewed and updated goals and accomplishments for Library Commission

5. Commission Work Plan

Prepared work plan for joint meeting with Council on April 30th

### INFORMATIONAL ITEMS

6. Friends of the Library

Received information on Los Altos Friends of the Library meetings and events.

7. Monthly County and City Staff Reports

Received information and announcements from City and County Staff.

### COMMISSIONER' REPORTS AND COMMENTS

8. Commissioner Poulos report to Commission on March Council meeting(s)

Received report regarding March Council meetings from Commissioner Poulos.

**POTENTIAL FUTURE AGENDA ITEMS**

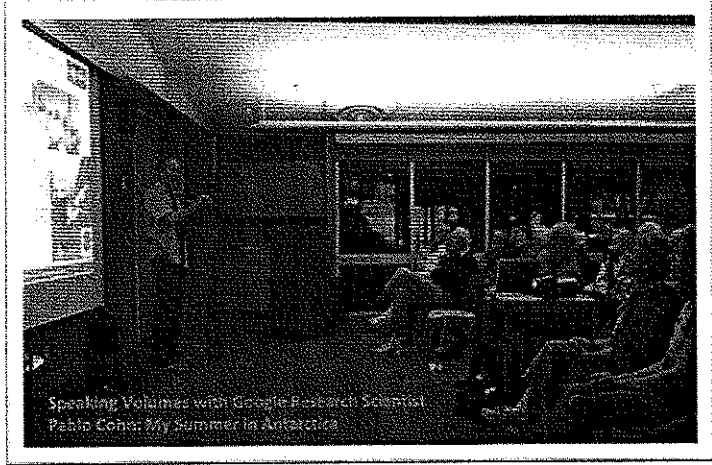
Goals  
Way Finding Update  
Campaign for Classroom Visits in District  
Customer Satisfaction Survey Results

**ADJOURNMENT – 7:27p.m.**

Respectfully Submitted by  
Peggy Ford, Senior Recreation Supervisor  
Liaison to the Library Commission

## May 2013 Report: Los Altos Library and Woodland Branch Library

Jane Cronkhite



### Library Usage in March

Los Altos and Woodland Libraries circulated 120,245 items in March 2013 and registered 217 new patrons. Circulation was 134,275 items in March 2012. 43% of the circulation was children's materials, 57% was adult or teen materials.

The Los Altos Library had 40,459 visitors in March, and both libraries had 63 programs that 2,341 people attended, along with 11 outreach events. Volunteers contributed 241 hours of service.

### Highlights

Popular events in April included Gems Rock, Rhythm, Rattle & Rock, Fall Prevention, and Focus on Food for kids, which had full registration. Baby Lapsit by Tamara also continues to grow at both Los Altos and Woodland.

The Library had a full house for the 11<sup>th</sup> annual Speaking Volumes event hosted by the Los Altos Library Endowment, featuring David "Pablo" Cohn. The Endowment presented prizes to the three winners of the Whipple Essay contest- congratulations to Ron Rosenfeld, Richelle Smith, and Dwight Brede.

Congrats to Adam Johnson, the speaker at our 10<sup>th</sup> annual Speaking Volumes event in 2012, who recently received the Pulitzer Prize for Fiction for *The Orphan Master's Son*!

The Los Altos Library is happy to announce a pilot project for the use of early literacy tablets recently approved for funding by the Los Altos Library Endowment. Los Altos staff will be working with Library Administration on implementing in-house use of Ipads as early literacy kits designed for preschoolers and their parents and caregivers.

### Outreach and Public Awareness Highlights

We welcome Mira from PlaneTree Health Information Center, who has begun offering a once a week outreach informational station in the Los Altos Library lobby.

Sarah visited Los Altos High School and has scheduled a library card drive & summer reading registration at Los Altos and Mountain View High Schools.

Chris, Laura, Karen and Josh attended Los Altos Hill's Earth Day at Westwind Barn. Many children enjoyed decorating a library bag as a take home craft.

### **Special Events in May:**

**Friends of the Library Book sale:** Fri May 3 – Sun May 5.

**Focus on Food- Beekeeping with Wayne Pitts:** Mon, May 6: 6:30

**Opera San Jose presents *Billy Goats Gruff*:** Wed, May 8, 3:30 (grades K and up)

**Rhythm, Rattle & Rock:** Wed, May 15, 3:30

**Genealogy Research with Ancestry.com:** Tues, May 14, 1 pm

**Take a Look: Mah-jongg** with Los Altos Parks & Rec: Thurs, May 16, 4 pm

**Focus on Food- the Art of Seeding:** Wed May 22, 3:30 (grades K and up)

**Author Visit: *California Apricots* by Robin Chapman:** Wed May 22, 7:30

**Haute Potato Cooking Demo and Book Signing:** Sat, May 25, 2 pm

For regular or recurring programs, visit [www.sccl.org](http://www.sccl.org)

Library Commission  
City Council Meeting Attendance for 2013  
Los Altos City Council Meets the  
second and fourth Tuesday of each month at 7pm

Judie Suelzle-	January
Cathie Perga-	February
Darwin Poulos-	March
Carol Kavanagh-Clarke & Cathie Perga-	April
Enid Davis-	May
David Stru	June
Cindy Hill	July
Judie Suel	August
Cathie Per	September
Enid Davis	October
Darwin Po	November
Cindy Hill	December

7 COPIES

Updated: 03.6

Library Commission Report  
Nancy Howe, County Librarian  
Santa Clara County Library District  
May 2013

The Santa Clara County Library JPA met on April 25<sup>th</sup> and unanimously passed a Resolution of Intention to establish a Community Facilities District to authorize the levy of special taxes. These are preliminary steps required in order to hold a special election in August 2013 to renew the existing special tax. Formation of a Community Facilities District and calling a public hearing are the first actions needed to proceed with setting the tax rate, term, and method. There will be a special meeting of the JPA Board on Tuesday, May 28, 2013 at 1:30 p.m., at Library Administration at which time the public hearing will be held.

An informational FAQ related to library funding was distributed and is attached to this report.

You are invited to celebration of Saratoga Library's 10<sup>th</sup> anniversary on Saturday May 18<sup>th</sup>, 12-4. There will be a variety of activities and food trucks in the library parking lot at the corner of Saratoga and Fruitvale Avenues.

The April e-newsletter on Travel is available online at on our website [www.sccl.org](http://www.sccl.org).



## Questions and Answers About Your Local Library Needs

**Q: What is the issue?**

**A:** Taxpayer funding for local libraries has been in place for the past twenty years, and is due to expire. Continuing this funding at existing rates will help to maintain and protect local library services and programs, book collections, and open hours. This would not increase existing taxes.

**Q: How does taxpayer funding impact library services?**

**A:** Voter-approved taxpayer funds have helped local libraries to: buy needed books and up-to-date research materials; maintain library hours and services; keep qualified librarians; continue summer student reading programs; and provide an award-winning bookmobile program to bring books to seniors, the disabled and others, among other services.

**Q: What libraries are we talking about?**

**A:** Santa Clara County Library District serves residents in the unincorporated areas of Santa Clara County and the communities of:

- Campbell • Cupertino • Gilroy • Los Altos • Los Altos Hills
- Milpitas • Monte Sereno • Morgan Hill • Saratoga

The District operates 7 Community Libraries, 1 Branch Library, 2 Bookmobiles and an online library.

**Q: What is at stake?**

**A:** Without this funding, local libraries will be forced to implement significant cuts to programs and services, including:

- Reducing or eliminating library programs for children, teens and seniors
- Purchasing fewer books and databases, reducing our ability to maintain up-to-date collections
- Closing libraries for an additional day to day-and-a-half each week

**Q: What are the impacts to school children?**

**A:** With school libraries often open only a few days per week, our public libraries are now even more important than ever for our children's education. There are more than 100,000 school age and pre-school children who use our libraries each year. Voter-approved, taxpayer funding helps provide them with:

- Up-to-date research materials to complete school or college assignments
- Summer reading programs
- Homework help and SAT test preparation
- Science programs for elementary school kids
- Toddler and preschool storytimes
- Teen book clubs and activities that keep youth off the streets and out of trouble

Without this funding for our libraries, programs for school children, teens, and community college students will need to be reduced and some will be eliminated.

**Q: How does my library benefit?**

A: EVERY library throughout the Santa Clara County Library District benefits from taxpayer funding for libraries. Every dollar from these voter-approved revenues raised within a city is returned for the benefit and operation of the local library in that city. Funds help to maintain:

- Purchasing new books and up-to-date research materials
- Providing school children with access to the materials they need
- Keeping libraries clean and safe
- Maintaining our bookmobile program that brings books to seniors, pre-schools, disabled children and rural/isolated areas of the county
- Keeping summer reading programs for school children
- Maintaining library open hours
- Keeping the adult literacy program that has helped many learn to read

**Q: What is the fiscal accountability?**

A: The library district budget undergoes annual, independent financial audits and public review of expenditures to monitor spending to guarantee that all funds are being spent as promised. All voter approved revenues that are raised within a city are returned for the benefit and operation of the local library in that city. Any measure to continue existing funding will require the same stringent fiscal protections that are already in place.

**Q: Will a vote be held?**

A: The planning process is still ongoing, and the community is continuing to provide input. However, a mail ballot in August 2013 to maintain and protect library services by continuing community funding at existing rates with no increase in taxes is being requested.

**Q: How can I find out more information?**

A: If you would like to find out more about the needs of your local library, please contact County Librarian Nancy Howe at 408-293-2326 or [nhowe@sccl.org](mailto:nhowe@sccl.org).

By Carol  
Clarke

## Campaign for Classroom participation in owning a library card

All primary school teachers in Los Altos (K - 3?) receive:

1. A free library book bag for each child
2. A library form for parents to sign giving permission for a card
3. Any other pertinent information about what is available at the library
4. This campaign could be announced at back to school night
5. Parents are also encouraged to get a card or join Friends

During the year:

1. Consider a field trip to the library
2. Encourage children to read out loud to others in the class.
3. Lunch bunch - those who have read (a goal) have lunch with their teacher once a month
4. Kids vote on their favorite books to be shared at the end of the year.
5. Kids write and illustrate their own books, to be featured at the library (how to judge?)
6. Children's authors visit the library?
7. Schools have a "Author's Day" where parents can buy books, kids can meet the authors and hear presentations.
8. Invite a child to read allowed at the library. *The books he/she wrote*

General philosophy:

1. Reading is a pleasure. You read for fun.
2. Reading is for information - you are learning all your life.
3. When you belong to the library, you are part of the community.
4. When you belong to the library, it is your first time volunteering because you are involved in a community program by being a participant.

Friends of the Library:

1. Encourage parents to become Friends because:  
It sets a good example for the family - hold books in high regard
2. They attend library sales to buy books for their kids who should attend with them.